4. Cost Centers

A Cost Center is a group of projects. The Accounting Department defines a Cost Center as follows: The cost center attribute can be used by departments to provide alternate ways of grouping and aggregating transactions other than by account/fund/sub.

**Example:** As part of the Industry Partner Program, three corporations agree to give funds to several different UCSB programs. Corporation A gives $100,000: $25,000 to Project X and Y, $50,000 to Project Z; Corporation B gives $90,000: $30,000 to each Project X, Y and Z; Corporation C gives $80,000 - $20,000 to each of Projects X, Y, Z & Q.

Each of the three corporations - A, B & C are setup as a cost center.

Corporation A is defined as cost center AA01, FY 08-09, Description: Corporation A, Start Date: 01/01/09, End Date: 12/31/09, Status: Active.

Next, Add/Remove Projects. Scroll down the Available Projects list until you find Project X, highlight it, then click on the [>>>] button to move it to the right under CC Projects. You will also see the project details listed at the bottom of the screen under Included Projects. Find Projects Y and Z and add them to the Included Projects.

A cost center might be set up to contain all of the projects belonging to a PI or associated with a particular funding agency.

Projects may be in multiple cost centers.

**Active:** A listing of all active Cost Centers.
GUS Project Module
Section II.C.4. Cost Centers

At the bottom of the screen there are several options (from left to right):

- **Print** – Prints the list of all Cost Centers in a report format.
- **Query** – Allows you to generate custom searches.
- **Order By** – Allows you to reorder data.
- **Show All** – If conditions have been set to sort by specific categories, clicking this button will return all data to the screen.
- **New** – Add a new cost center
- **Done** – Exits you from the screen (or [esc])

**Inactive**: A listing of all inactive Cost Centers.

** Archived**: A listing of all archived Cost Centers.